

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stat., notice is hereby given to the public that the following meetings will be held

THE WEEK OF MAY 10 - 14, 2010

MONDAY, MAY 10, 2010

- | | | |
|--------------|--|--|
| * 10:00 a.m. | Planning Commission Board of Directors
Transportation Sub-Committee | GB Metro Transportation Ctr
901 University Avenue |
| * 11:30 a.m. | Harbor Commission | Holiday Inn-City Centre
200 Main St - Downtown |
| * 6:00 p.m. | Executive Committee | Rm 200, Northern Bldg
305 E. Walnut Street |

TUESDAY, MAY 11, 2010

- | | | |
|-------------|-----------------|---|
| * 5:30 p.m. | Board of Health | 2 nd Floor Conference Rm
Brown Cty Health Dept
610 South Broadway St |
|-------------|-----------------|---|

WEDNESDAY, MAY 12, 2010

- | | | |
|-------------|------------------------------------|---|
| * 5:15 p.m. | Veterans Recognition Sub-Committee | Rm 201, Northern Bldg
305 E. Walnut Street |
|-------------|------------------------------------|---|

THURSDAY, MAY 13, 2010

- | | | |
|-------------|----------------------|---|
| * 5:15 p.m. | Human Services Board | Board Room A
Sophie Beaumont Bldg
111 North Jefferson |
|-------------|----------------------|---|

FRIDAY, MAY 14, 2010

(No Meetings)

***Agendas Enclosed**

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGENDA
BROWN COUNTY PLANNING COMMISSION BOARD OF DIRECTORS
TRANSPORTATION SUBCOMMITTEE
Monday, May 10, 2010
Green Bay Metro Transportation Center
901 University Avenue
Green Bay, Wisconsin
10:00 a.m.

ROLL CALL:

(Voting)

Jeff Agee-Aguayo	_____	Tom Klimek	_____
Bill Balke – Vice-Chair	_____	Brian Lamers - Chair	_____
Bob Bartelt	_____	Doug Martin	_____
Craig Berndt	_____	Rebecca Meert	_____
Graham Callis	_____	Tom Miller	_____
Mike Finn	_____	Ken Pabich	_____
Matt Halada	_____	Chris Phelps	_____
Ed Kazik	_____	Ed Wiesner	_____

(Non-voting)

David Lowe (WisDOT – Madison)	_____
Angelica Salgado (FTA Region 5)	_____
Carlos Pena (FHWA – Madison)	_____
Bobbi Retzlaff (WisDOT – Madison)	_____
Aileen Switzer (WisDOT – Madison)	_____
William Wheeler (FTA Region 5)	_____

ORDER OF BUSINESS:

1. Approval of the August 13, 2009, Transportation Subcommittee meeting minutes.
2. Discussion of the updated Existing Conditions section of the Green Bay MPO Long-Range Transportation Plan.
3. Discussion of the updated Goals and Objectives and Existing Conditions sections of the Brown County Bicycle and Pedestrian Plan.
4. Update on the Transportation Enhancements (TE) and Safe Routes to School (SRTS) application schedules.
5. Other matters.
6. Adjourn.

ANYONE WISHING TO ATTEND WHO, BECAUSE OF A DISABILITY, REQUIRES SPECIAL ACCOMMODATION SHOULD CONTACT THE BROWN COUNTY HUMAN RESOURCES OFFICE AT 448-4065 TWO DAYS BEFORE THE MEETING SO ARRANGEMENTS CAN BE MADE.

PORT AND SOLID WASTE DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950

FAX: (920) 492-4957

CHARLES J. LARSCHEID

PORT AND SOLID WASTE DIRECTOR

PUBLIC NOTICE

BROWN COUNTY HARBOR COMMISSION

Monday, May 10, 2010 - 11:30AM

Holiday Inn – City Centre, Green Bay, WI

AGENDA:

1. Roll Call
2. Approval/Modification – Meeting Agenda
3. Approval/Modification – **April 12, 2010** Meeting Minutes
4. 2010 Strategic Plan – *Request for Approval*
5. Tall Ship Memorandum of Understanding - – *Request for Approval*
6. Beneficial Reuse Work Plan - *Request for Approval*
7. Economic Impact Study Findings – Update
8. Renard Island – *Update*
9. County Meal Reimbursement
10. Audit of Bills – *Request for Approval*
11. Tonnage Report – Request for Approval
12. Director's Report
13. Such Other Matters as are Authorized by Law
14. Adjourn

Charles J. Larscheid
Port & Solid Waste Director

Any person wishing to attend who, because of disability requires special accommodations should contact the Brown County Port and Solid Waste Department at 492-4961, at least two working days in advance of the meeting for special arrangements to be made.

Notice is hereby given that action by the Harbor Commission may be taken on any of the items which are described or listed on the agenda

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E-mail bc_county_board@co.brown.wi.us

EXECUTIVE COMMITTEE

Mary Scray, Chair

EXECUTIVE COMMITTEE

Monday, May 10, 2010

6:00 p.m.

**Room 200, Northern Building
305 E. Walnut Street**

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Election of Vice Chair.
- IV. Set time and date for regular meetings.
- V. Approve/modify minutes of April 12, 2010.

Comments from the Public

Communications

1. Communication from Supervisor Moynihan – Request for your consideration to amend the County Code Chapter 2.04(d) by striking the word “secret” and replace the word “open”.
Referred from April County Board.
2. Communication from Supervisor DeWane – Review with possible action to move the 911 Communication Center under the control of the Brown County Sheriff. *Referred from April County Board.*
3. Communication from Supervisor Dantine – To have Administration give us a 5-7 year capital plan so we can bond no more each year than we pay off, so we can lower our debt in the future and use less if on the dollars to pay interest and use it to pay for services. *Referred from April County Board.*

Appointments by Executive Committee

4. Re-establish Legislative Sub Committee for 2010-2012 Session.

Elected Officials Pay Scale

5. Salaries for Elected Officials.

Legal Bills

6. Review and Possible Action on Legal Bills to be paid.

Reports

7. Internal Auditor Report.
 - a. Budget Status Financial Report for March 31, 2010.
 - b. Information Services Department Internal Controls Audit.
 - c. Other.

8. County Executive Report.
 - a. Budget Status Financial Report for March 31, 2010.
9. Labor Negotiator Report.
10. Board Attorney Report.
 - a. Report on furloughs.

Standing Item

11. Review Brown County requirements of ID when applying for any Social Services from the County.

Other

12. Discussion of protocol in absence of committee chair.
13. Discussion and possible action re: "Comments from the public regarding agenda items only" on the full County Board agenda.
14. Discussion re: Agenda Deadlines and Possible Action if items are not received on time. *Held for one month*

Resolution, Ordinances

15. Resolution re: Approving Buyer's Agency Representation Agreement for Acquisition of Real Estate for Brown County Sheriff's Department Operations. *Referred from April County Board.*
16. Resolution re: Change in Table of Organization Department of Administration.
17. Resolution re: Authority to Execute a 2010-2011 Labor Agreement with the Brown County Human Services Professional Employees.

Other

18. Such other matters as authorized by law.

Mary Scray, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

**BROWN COUNTY BOARD OF HEALTH
TUESDAY, MAY 11, 2010
5:30 PM**

Brown County Health Department
610 South Broadway Street
Second Floor Conference Room
Green Bay, WI 54303

AGENDA

1. Call to Order and Introductions
2. Approval of Agenda
3. Approval of Minutes of March 9, 2010
4. Election of Chairperson / Vice-Chairperson
5. Odor Issues (routine agenda item)
6. Director's Report
7. Any Other Business Authorized by Law
8. Adjournment/ Next Meeting

Please RSVP attendance to Juli Gray at 448-6405 no later than 4:30 PM Friday, May 7, 2010. Thank-you!

Notice is hereby given that action by this board may be taken on any of the items which are described or listed in this agenda.

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VETERANS SUBCOMMITTEE

Jack Krueger, Chair

Sherry Steenbock, Vice Chair

Donald Bettine, James Haskins, John Maino,
Troy Ness, Duane Pierce, Kristen Verhaagh,
John Walschinski.

****Running Total of Veterans' Certificates:**

VETERANS' RECOGNITION

SUBCOMMITTEE

Wednesday, May 12, 2010

****5:15 p.m.****

Room 201, Northern Building
305 E. Walnut Street

**** Please Note Date ****

1. Call Meeting to Order.
2. Invocation by Jim Haskins.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of April 13, 2010.
5. Approve Joe Witkowski as Member of Committee.
6. Report from CVSO Jerry Polus (if available).
 - a) Report on the Band for the Brown County Fair.
7. Feasibility of Sponsors for Regular Scheduled Veteran Media Information Program.
8. Report from Chair Jack Krueger
9. Report from Committee Members Present (Steenbock, Bettine, Haskins, Maino, Ness, Pierce, Verhaagh, & Walschinski).
10. Such other Matters as Authorized by Law.
11. Adjourn.

Jack Krueger, Chair

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Public Hearing

May 13 - 5:15 p.m.
Sophie Beaumont Building
111 N. Jefferson St., Green Bay

The Human Services Board requests your input on the 2011 Human Services Budget. This is an opportunity for the community to impact the department.

Brown County Human Services provides services to residents experiencing an infirmity of aging, developmental disability, physical disability, mental illness, alcohol or other drug abuse requiring public assistance, child welfare and/or family based social services.

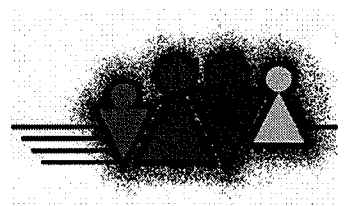
If you are unable to attend the Public Hearing but would like to have your voice heard, please send your comments by May 11, 2010 to:

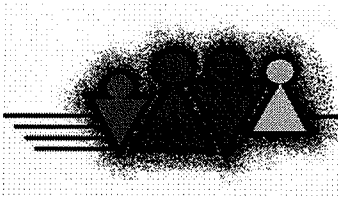
Brown County Human Services Dept.
Attn: Public Hearing
P.O. Box 22188
Green Bay, Wisconsin, 54305-2188

"We need a variety of input, influence, and voices. You cannot get all the answers to life and business from one person or from one source." ~Jim Rohm



Persons requiring special assistance with transportation or other accommodations should contact Lori Gauthier at 448-4446.





Human Services Department

Brian Shoup, Executive Director
111 N. Jefferson Street, Green Bay, WI 54301
Phone: (920) 448-6001, Fax: (920) 448-6126

MEETING OF THE HUMAN SERVICES BOARD Thursday, May 13, 2010

**SOPHIE BEAUMONT BUILDING, BOARD ROOM A
111 NORTH JEFFERSON, GREEN BAY, WI 54311
5:15 P.M.**

AGENDA

1. Call Meeting to Order.
2. Approve/Modify Agenda.
3. Approve Minutes of April 8, 2010 Human Services Board Meeting.
4. **PUBLIC HEARING 2011 BUDGET.**
5. Family Care Update.
6. Community Treatment Center Update.
7. Financial Report.
8. Bellin Hospital Statistical Update.
9. Community Treatment Center Statistical Update.
10. Contract Update.
11. Director's Report.
12. Any Other Matters.
13. Adjourn Business Meeting.

Notices:

Notice is hereby given that action by the Human Services Board may be taken on any of the items, which are described or listed in this agenda.

Please take notice that additional members of the Board of Supervisors may attend this meeting of the Human Services Board, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Any person wishing to attend the Human Services Board meeting who, because of a disability, requires special accommodations, should contact the Human Services Department at (920) 448-6006 by 4:30 p.m. on the day before the meeting so that arrangements can be made.




MAY 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5 Public Safety Cmte 5:30 p.m.	6 Ed & Rec Cmte 5:00 p.m.	7	8
Mother's Day 	9 Executive Cmte 6:00 p.m.	10	11	12	13	14
15	16	17	18 Board of Supervisors 7:00 p.m.	19	20	21
22	23	24 Human Services/ Board of Health 5:30 p.m. CJCB 3:30 p.m.	25 Facility Master Plan SubCmte 5:00 p.m.	26 Administration Committee 5:30 p.m.	27	28
29	30	31 Memorial Day 				

JUNE 2010



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Land Con 6pm PD&T Cmte (approx 6:30pm)	1 Public Safety Cmte 5:30 p.m.	2 Ed & Rec Cmte 5:00 p.m. (Tentative)	3	4
5	6 Executive Cmte 6:00 p.m.	7	8	9	10	11
12	13	14	15 Special Exec 6:30pm Board of Supervisors 7:00 p.m.	16	17	18
19	20 Father's Day 	21	22 Human Svc Cmte 6pm	23 Admin Cmte 5:30 pm	24	25
26	27 Land Con 6pm PD&T Cmte (approx 6:30 pm)	28 Criminal Justice Coord Bd 3:30pm	29	30		

BROWN COUNTY COMMITTEE MINUTES

- Aging & Disability Resource Center of Brown County Board (April 22, 2010).
- Harbor Commission (April 12, 2010).
- Planning Commission Board of Directors (February 3, 2010).

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE AGING & DISABILITY RESOURCE CENTER OF BROWN
COUNTY BOARD MEETING**

April 22, 2010

PRESENT: Libbie Miller, Keith Pamperin, Donajane Brasch, Grace Aanonsen,
Bill Clancy,

EXCUSED: Patricia Finder-Stone, Steve Daniels, Pat Cochran, Judy Parrish, Tom Diedrick

ALSO PRESENT: Sunny Archambault, Arlene Westphal, Devon Christian, Debra Bowers,
Laurie Ropson, Diana Brown, Steve Maricque, Tina Whetung

PLEDGE OF ALLEGIANCE.

INTRODUCTIONS: Introductions were made by Board Members and those present.

Due to the lack of a quorum at 8:30 a.m., informational items requiring no action were presented.

REPORT FROM THE QUALITY/OUTREACH COORDINATOR: Ms. Ropson explained that two of her major responsibilities include marketing and quality assurance –both of which are required in our ADRC contract with the state. Because of our very limited marketing budget, our marketing plan relies heavily on staff participation in community events, presentations, and representation on committees related to our work. In addition, we advertise in the quarterly Senior Edition of the Press Gazette and have been featured in many newspaper articles over this last year.

As part of quality monitoring and assurance, Ms. Ropson stated that we need to collect detailed information on each call and consumer. We have multiple software programs that we are required to use by our funding sources and it is challenging to pull data from each source in order to provide comprehensive information about our consumers and services. The state is working on a way to make these programs more compatible.

Information we do have tells us who is calling and how callers hear about us. Statistics show that 22% of our calls are from professionals, 39% from family and friends and 39% are from consumers themselves. Statistics also show that 64% of our clients have called us before. The other major referral services include professionals (17%), friend or family (10%), and other ADRC staff (7%).

A system is in place to survey ADRC consumers randomly twice a year to collect information on their satisfaction with our services. Ms. Ropson distributed a summary of survey responses noting that we had received very positive responses.

Ms. Ropson also reviewed the In-Home Worker Program and explained the process used to screen workers for this program. Ms. Christianson, Assistant Director of the ADRC, explained that the In-Home Worker Program is not designed to take the place of home care agencies but to fill the gap for many of our clients who cannot afford the cost of those agencies.

Ms. Brasch arrived during report. Board members voted by consensus to conduct business as usual and have Chairperson Diedrick review all business transactions. Vice-Chairperson Pamperin called the meeting to order at 9:15 a.m.

ADOPTION OF AGENDA: Ms. Archambault requested to delete agenda items 4-C, Update on solar water and electric options, and 4-D, Approval to proceed with digital HVAC controls.

A motion was made by Ms. Miller and seconded by Ms. Brasch to adopt the April 22, 2010 agenda with the above noted deletions. **MOTION CARRIED.**

APPROVAL OF THE MINUTES OF THE REGULAR MEETING OF MARCH 25, 2010:

Sup. Clancy moved and Ms. Miller seconded to approve the minutes of the regular meeting of March 25, 2010. **MOTION CARRIED.**

FINANCIAL REPORT:

A. APPROVAL OF THE MARCH 2010 FINANCE REPORT: Ms. Archambault reported that revenues and expenses remain on target.

Ms. Aanonsen moved and Ms. Miller seconded to approve the March 2010 Finance Report. **MOTION CARRIED.**

B. REVIEW AND APPROVAL OF RESTRICTED DONATIONS: Board members reviewed the restricted donation of \$645 in memory of Judy Boucher for Home-Delivered Meals.

Ms. Brasch moved and Ms. Miller seconded to approve the Restricted Donations. **MOTION CARRIED.**

C. APPROVAL TO CONTRACT FOR HOMEBOUND MEAL CONTAINERS: Ms. Archambault explained that the Nutrition Program uses approximately 7,300 meal trays a month for the Home Bound Meal Program. She demonstrated the current meal tray and explained that it is made of aluminum which is not environmentally friendly, has sharp edges and is not microwavable making re-heating food difficult for consumers. The cost of this tray is \$.19 each. Ms. Archambault introduced a new tray which is environmentally sustainable, easy for consumers to open, more effective at maintaining the required food temperatures, and is both microwavable and oven safe. She distributed a handout with proposals from three different vendors with the lowest bid coming from Oliver at \$.196 per tray.

Sup. Clancy moved and Ms. Miller seconded to approve to contract with Oliver's proposal for the environmentally sustainable homebound meal container product. **MOTION CARRIED.**

RETIREMENT FUND:

A RESOLUTION TO AMEND THE EMPLOYEE RETIREMENT PLAN TO COMPLY WITH THE ECONOMIC GROWTH AND TAX RELIEF RECONCILIATION ACT: Ms. Archambault explained that new federal regulations require an amendment to our pension plan. Mutual of America has prepared this resolution to address these changes which requires board approval.

Sup. Clancy moved and Ms. Aanonsen seconded to approve the resolution to amend the employee retirement plan to comply with the economic growth and tax relief reconciliation act.

B APPROVAL FOR DIRECTOR TO REDESIGN RETIREMENT PLANS FROM TWO PLANS TO ONE:

C. APPROVAL FOR DIRECTOR TO END THE TWO CURRENT RETIREMENT PLANS EFFECTIVE JUNE 30, 2010 AND TO BEGIN THE 403(b) THRIFT PLAN JULY 1, 2010:

Ms. Archambault stated that two pension plans are available for ADRC employees. The Flexible Annuity Plan is the pension plan provided by the agency. The Tax-Deferred Annuity allows employees to contribute to a separate pension plan. Right now, Mutual of America does not charge any administrative fees because the totals of these plans together are over a specific amount. However, later this year, Mutual of America will be looking at the totals in each plan separately which will result in the agency paying administrative costs. They are recommending that we end both plans and combine into one plan called the Thrift Plan which will eliminate these costs. This action will not result in any changes to the employer's plan or the employee's ability to contribute and choose investment options. It would, however, allow the employee to take their money out of the accounts at the time of this change. This would result in both a tax implication and a substantial penalty for the employee. If the

board approves these resolutions, Mutual of America staff will meet with each staff member to explain these consequences. Ms. Archambault is requesting board approval of these two resolutions to prevent the agency from having to pay administrative fees.

Ms. Brasch moved and Ms. Miller seconded to approve the resolution for the director to redesign the current retirement plans from two plans to one plan and to report back to the board on the final plan. **Agenda Item Retirement Fund - B. - MOTION CARRIED.**

Sup. Clancy moved and Ms. Brasch seconded to approve the resolution for the director to end the two current plans effective June 30, 2010 and to begin the Thrift Plan July 1, 2010. **Agenda item Retirement Fund - C. - MOTION CARRIED.**

REVIEW OF 2009 COLLABORATIVE COMMUNITY REPORT: Ms. Christianson presented the 2009 Collaborative Community Report which reflects the efforts of United Way's 211, Crisis Center and the ADRC to collect and share call data. This report shows patterns of need in Brown County and provides policy makers and the public information on potential service gaps which can be used to mobilize change.

Ms. Christianson reviewed the different roles of each agency:

- United Way's 2-1-1's "Get Connected, Get Answers" service helps people to navigate the maze of human service resources;
- The Crisis Center provides short-term crisis intervention services and works closely with community service providers such as therapists, psychiatrists and physicians to ensure continuity of care;
- The Aging & Disability Resource Center offers older adults and adults with disabilities who have long term care needs in-depth evaluations, options counseling, information, assistance, and decision support to help consumers remain as independent as possible.

These three agencies also meet once a month to discuss and review the types of calls they receive, data elements, contacts, referrals and unmet need information. They are currently developing a handbook which will include inclusion and exclusion database policies to assure data is collected and entered consistently.

In summary, Ms. Christianson briefly reviewed the 2009 Contacts Report tracking total contacts, the type of contacts, who they are serving, the age group served and the urgency of the contact. Ms. Christianson suggested that a representative from United Way 211 and the Family Services Crisis Center attend a future board meeting to offer more information regarding their role in this collaboration.

UPDATE FROM AMERICAN RED CROSS: Mr. Maricque, of American Red Cross, expressed his appreciation to the ADRC for its continued support. He gave a brief summary of the Red Cross Transportation Department noting that they currently serve 2,750 people: 2,300 riders are over the age of 60 and the remaining riders have a disability. At present, volunteer drivers operate two shifts a day. Red Cross maintains 24 vehicles in Brown County -12 are wheel chair accessible. They also work collaboratively with N.E.W. Curative to provide rides to adult day care programs.

LEGISLATIVE UPDATE: No report.

DIRECTOR'S REPORT: Ms. Archambault distributed the 2011 Administrative Budget Workplan and reviewed the budget deadlines we will need to meet. She stated that our 2010 budget is around 4.5 million and county levy totals \$918,000 of this amount.

ANNOUNCEMENTS: The following announcements were made:

- Mr. Pamperin congratulated Ms. Archambault on receiving the "Community Achievement Award" from N.E. W. Curative on Monday, April 19th.
- Ms. Brown announced that UW Green Bay will be naming their new dormitory "Keith A. Pamperin Hall" and Mr. Pamperin was congratulated for this honor.

- Mr. Pamperin announced that UW Green Bay has awarded Pat Finder-Stone the "Distinguished Alumni Award".

NEXT MEETING DATE – May 27, 2010: Ms. Brown extended an invitation to hold the May 27th board meeting at the Clud Family Center at 1538 Western Avenue, Green Bay. The board accepted the invitation.

ADJOURN: Ms. Aanonsen moved to adjourn and Ms. Miller seconded. **MOTION CARRIED.** The meeting adjourned at 10:23 a.m.

Respectfully submitted,

Arlene Westphal

Arlene Westphal, Secretary *SA*

MINUTES
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, February 3, 2010
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>X</u>	Dave Kaster	<u>X</u>
James Botz	<u>X</u>	John Klasen	<u>X</u>
Keith Chambers	<u>X</u>	Pat Kolarik	<u>X</u>
William Clancy	<u>Exc</u>	Patrick Moynihan, Jr.	<u>Exc</u>
Norbert Dantinne, Jr.	<u>X</u>	Ken Pabich	<u>X</u>
Ron DeGrand	<u>X</u>	Mike Soletski	<u>X</u>
Bernie Erickson	<u>X</u>	Alan Swatloski	<u>Abs</u>
Mike Fleck	<u>X</u>	Mark Tumpach	<u>X</u>
Steve Grenier	<u>X</u>	Jerry Vandersteen	<u>X</u>
Mark Handeland	<u>X</u>	Tim VandeWettering	<u>X</u>
Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>X</u>
		Vacant (Denmark,	
		Wrightstown & Pulaski)	
Dotty Juengst	<u>X</u>	Karen Curry	<u>X</u>

OTHERS PRESENT: Chuck Lamine, Cole Runge, and Lori Williams.

The meeting was called to order by N. Dantinne at 6:30 p.m.

1. Approval of the minutes of the December 2, 2009, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by R. DeGrand, seconded by M. Soletski, to approve the minutes as presented. Motion carried unanimously.

2. Introduction of Dave Kaster, appointed by the village of Bellevue and town of Scott, to the Brown County Planning Commission Board of Directors.

N. Dantinne introduced and welcomed D. Kaster to the Brown County Planning Commission Board of Directors. He also introduced and welcomed K. Curry who was appointed to the Brown County Planning Commission Board of Directors by the village of Wrightstown at their meeting last night.

3. Resignation of Andy Lundt from the Brown County Planning Commission Board of Directors.

Informational item only, no action required.

4. Discussion and action on an amendment to the 2009 Transportation Planning Work Program budget.

C. Runge stated that this amendment is needed to satisfy Wisconsin Department of Transportation and Federal Highway Administration requirements to accurately reflect the work done in 2009 on the different work elements. This amendment will simply transfer money between the various work element budgets and will not increase the transportation planning work program budget.

A motion was made by B. Erickson, seconded by M. Fleck, to approve the amendment to the 2009 Transportation Planning Work Program budget. Motion carried unanimously.

5. Update regarding progress on the Environmental Impact Statement (EIS) for transportation improvements in the southern portion of the Green Bay Metropolitan Area.

C. Runge gave a PowerPoint presentation regarding progress made on the EIS. C. Runge stated that over the last several months Brown County Planning Commission (BCPC) staff has worked on the EIS with the Lead Agencies, Cooperating Agencies, Stakeholder Committee, and the public. Staff from BCPC, Wisconsin Department of Transportation (WisDOT), and Federal Highway Administration (FHWA) are the Lead Agencies. The Cooperating Agencies include representatives from the Department of Natural Resources, Army Corps of Engineers, and other federal and state agencies. The Stakeholder Committee is comprised of members from all the communities within the study area. With input from everyone involved in this process, 11 alignment alternatives were identified with each alternative either an arterial or a freeway, resulting in 22 alternatives.

These 22 alternatives were looked at further at the Lead Agency level and they have narrowed the alternatives to six. Each alternative was looked at as to how it would impact the future land use plans for the communities within the study area. The six alternatives include the following:

1. Arterial street along Scheuring and Heritage Roads.
2. Arterial street along Rockland and Red Maple Roads (with a US 41 Interchange).
3. Arterial street along Rockland and Red Maple Roads (without a US 41 Interchange).
4. Arterial street along American Blvd., Red Maple Road, and Rockland Road.
5. Arterial street between US 41 and I-43/CTH MM Interchange (with a US 41 Interchange).
6. Expressway between US 41 and I-43/CTH MM Interchange (with a US 41 Interchange).

B. Erickson asked if alternatives 5 and 6 contain a feeder onto CTH GV.

C. Runge replied yes. Both of these alternatives contain a connection up to CTH GV from this corridor.

K. Chambers stated that alternative 6 would probably involve a lot more construction due to the local road and going over the Niagara Escarpment.

C. Runge replied that was correct. C. Runge stated he tried to follow an existing road to minimize the impact on the Escarpment. One of the nine objectives that must be achieved with this project is to minimize environmental impacts, especially when it comes to the Escarpment. However, some people involved in this process want to see what would happen if a connection goes out that far.

N. Dantine stated alternative 6 makes a lot of sense since South Huron Road will be connected to CTH MM in the near future. This would enable the town of Green Bay to connect to the southern bypass.

C. Runge said that WisDOT has hired a consultant to look at the environmental impacts for the area between Hwy 29 and I-43.

M. Fleck stated alternative 4 could create a problem at the Scheuring Road interchange as this is a very busy intersection already.

C. Runge replied that these things will all be looked at by the Lead Agencies, Cooperating Agencies, Stakeholder Committee, and the public to narrow these alternatives down to a single preferred alternative.

M. Handeland asked if the portion of CTH GV that already exists in alternatives 5 and 6 would be upgraded.

C. Runge responded that last year BCPC staff, in conjunction with Highway Department staff, asked the Planning, Development, and Transportation Committee to postpone the reconstruction of CTH GV until we got farther along in this study. This would allow us time to find out whether or not CTH GV would be a primary connection.

P. Blindauer asked what the separation distance was between the proposed interchange on US 41 and the CTH S interchange in alternative 5.

C. Runge replied it would be approximately two miles north of the interchange at CTH S and approximately two miles south of the interchange at Scheuring Road.

S. Grenier asked what the separation distance was between the proposed interchange on US 41 and the Scheuring Road interchange in alternative 2.

C. Runge answered that the new interchange would be approximately one mile south of Scheuring Road. He said the assumption from 1996 until about 2004 was that this is where an interchange would be located. The planning of this was done in conjunction with the locals and the WisDOT. He then showed the planned land uses for alternative 3, without an interchange, that includes land that WisDOT purchased for this purpose. A few years ago, under the current transportation law, US 41 was identified as a future interstate highway. Access along interstate highways is stricter than along other highways. This made this interchange harder to put so close to the existing Scheuring Road interchange. If it can be proven, through the Interstate Access Justification Report, that an interchange this close can be justified, it can be built there.

D. Wiese asked what the preferred spacing is on an interstate.

C. Runge replied that in urban areas it is two miles and in rural areas it is five.

M. Fleck asked if other roads, such as Lost Dauphin, would have access.

C. Runge said the current assumption for the arterial options is that there would be an at-grade access at all roads that cross each corridor, if the separation distance is reasonable.

P. Blindauer asked how far the separation is from the bridge that would cross the river to Wrightstown.

C. Runge replied that currently there are 10 miles between the downtown De Pere bridge and the Wrightstown bridge. In the Rockland/Red Maple alternative, the bridge would be

two miles south of the De Pere bridge and eight miles north of the Wrightstown bridge. A bridge at Old Martin Road would be approximately three miles south of the De Pere bridge and seven miles north of the Wrightstown bridge.

C. Runge stated he is in the process of completing the justifications for eliminating or retaining the various alternatives. These justifications must then be approved by WisDOT and FWHA. The alternative retention and elimination recommendations will then be presented to the Stakeholder Committee, Cooperating Agencies, and the public. The recommendations will be finalized based on the input received. A detailed study of the remaining alternatives will begin once concurrence is received from the Cooperating Agencies on the narrowed range of alternatives.

6. Director's report.

- a. Update regarding approval of The National Map: Imagery and Elevation Maps Grant for \$251,666 to complete Light Detection and Ranging (LIDAR) images.

C. Lamine stated that J. DuMez was successful in the application he submitted for this grant. This grant will be used to obtain LIDAR images to measure elevations to obtain 2-foot contours. This information will be very useful for communities and property owners.

- b. Wisconsin Department of Natural Resources (DNR) has awarded a \$10,000 American Recovery and Reinvestment Act - Water Quality Management Planning Grant for the purpose of implementing a pilot project for wetland identification using Color Infrared Imagery (CIR).

C. Lamine noted that this grant will be used to purchase CIR. This information will be used to identify wetlands and tree cover. The cost to purchase the information is \$3,500 and the other \$6,500 is for field testing of the information.

- c. Letters of appointment to the Brown County Planning Commission Board of Directors.

C. Lamine said the letters of appointment for members whose terms are expiring were sent out today. A letter from the community or communities involved should be sent to the Planning Commission office once an appointment is made. A copy of the community's meeting minutes approving an appointment would also be acceptable.

7. Brown County Planning Commission staff updates on work activities during the months of December 2009 and January 2010.

A motion was made by K. Chambers, seconded by J. Vandersteen, to receive and place on file the staff updates on work activities. Motion carried unanimously.

(A copy of the staff updates on work activities will be attached only to the minutes provided to the County Board office.)

8. Other matters.

None.

9. Adjourn.

A motion was made by R. DeGrand, seconded by J. Vandersteen, to adjourn. Motion carried unanimously. The meeting adjourned at 7:05 p.m.

:lsw

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
February 3, 2010**

December 2009 and January 2010 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the December meeting of the Brown County Planning Commission Board of Directors.
- Attended the December and January Lean Steering Committee meetings.
- Worked on developing the Energy Chapter of the Brown County Sustainability Plan.
- Completed the preliminary review of a loan application to the Brown County Economic Development Revolving Loan program for a business startup proposing to generate 25 new jobs in Brown County.
- Attended the December and January meetings of the Environmental Impact Statement (EIS) Lead Agencies meeting and reduced the number of alternatives to be reviewed from 22 to five.
- Met with the GIS/Land Records Coordinator, Zoning Administrator, and a member of the Brown County Planning Commission Board of Directors to discuss alternatives for funding of a LIDAR land contour mapping project.
- Prepared for and presented an update to the Brown County Energy Oversight Committee regarding renewable energy projects and updates regarding the Energy Efficiency Conservation Block Grant (EECBG) projects funding \$620,000 in renewable energy projects for Brown County.
- Met with Planning and Land Services (PALS) staff to discuss coordination of regulations associated with environmentally sensitive land protection.
- Prepared a request to fill a vacant position and presented the request at the December and January meetings of the Planning, Development, and Transportation Committee.
- Prepared a contract to transfer partial responsibilities for the administration of the Brown County Revolving Loan Fund Program to Advance. Coordinated the contract review with staff of Advance and the Corporation Counsel office. Attended the December and January meetings of the Planning, Development, and Transportation Committee to present the draft.
- Prepared information for and participated in a meeting of a committee appointed by the Brown County Executive to study potential uses for the old Brown County Mental Health Center.
- Participated in meetings with waterfront stakeholders to obtain their views and opinions for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Attended a Wisconsin Working Lands Initiative Workshop at the Brown County Central Library on the evening of December 17.
- Met with a graduate student interested in planning on January 12.
- Met with the Senior Planner and Facility Director on January 8 regarding implementation of the EECBG projects over the next year.
- Completed an end of fiscal year analysis of the PALS Department.
- Coordinated with staff regarding personnel issues regarding union bumping due to eliminated Brown County positions.
- Toured the old Mental Health Center building with potential prospects for private development.

- Participated in meetings with the County Executive and various department staff to discuss costs of demolition of the old Mental Health Center building.
- Met with Facility Management Department staff and C. Runge to discuss parking issues associated with the new Community Treatment Center.
- Attended and chaired a meeting of the Energy Subcommittee for the Brown County 25 x 25 Energy Independence Plan.
- Attended a meeting with the County Executive, Director of Administration, Human Resources Manager, and Zoning Administrator regarding the need to fill the vacant Sanitary Inspector position.
- Met with a planning graduate student and PALS staff to discuss a study to evaluate coordinating the various Brown County environmentally sensitive areas regulations.
- Attended a coordinating meeting to discuss the Environmental Assessment for the County Highway EA and I-43 connection.
- Met with PALS Department staff to coordinate the updating of the Subdivision Code. Developed alternative language for the Planned Unit Development section of the Subdivision Code.
- Attended a Brown County department head retreat to discuss strategic planning issues.
- Attended a reporting out meeting for various LEAN Management projects.
- Met with representatives of Focus on Energy regarding potential grant opportunities for renewable energy projects for Brown County.
- Met with the County Executive and various county department representatives to develop a strategy for community education associated with large wind turbine projects.
- Met with staff of the Bay-Lake Regional Planning Commission to coordinate planning projects.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Completed the draft bicycle and pedestrian system recommendations and the implementation section for the De Pere Bicycle and Pedestrian Plan. Also facilitated the fifth and sixth meetings of the plan's advisory committee and presented the draft maps and implementation section.
- Developed a PowerPoint summary of the draft De Pere Bicycle and Pedestrian Plan to present to the city's Plan Commission. Also presented the draft Bicycle and Pedestrian Plan and the draft update of the De Pere Comprehensive Plan's Transportation Chapter to the Plan Commission.
- Participated in two meetings of De Pere's Downtown Design Plan Advisory Committee. Also participated in a conference call with the downtown plan's consulting firm to discuss the firm's transportation and development recommendations.
- Responded to a notice from WisDOT about the possible availability of additional American Recovery and Reinvestment Act (ARRA) funds for transit systems. Work on this item included identifying an eligible transit project, coordinating with WisDOT to address TIP revision issues, working with Green Bay Metro to obtain information for the project, writing a project proposal, and submitting the proposal to WisDOT. The entire process had to be completed within four business hours to meet WisDOT's deadline.
- Facilitated two EIS Lead Agencies meetings with representatives of the Federal Highway Administration (FHWA), WisDOT, and the BCPC. Also answered questions from other federal and state agencies about the draft Alternatives Identification and Analysis report, developed an EIS process update for the EIS Stakeholder Committee members, and developed maps of alternatives that could be brought forward for detailed study.

- Prepared information for and participated in a meeting of a committee appointed by the Brown County Executive to study potential uses for the old Brown County Mental Health Center.
- Continued to revise the MPO Long-Range Transportation Plan's Existing Conditions section for the update that must be completed by November of 2010. Also continued to collect information to revise the plan's Future Transportation System section.
- Developed CTH GV Study progress reports for the December and January meetings of the Brown County Board's Planning, Development, and Transportation Committee.
- Developed the agenda for a Brown County Transportation Coordinating Committee (TCC) meeting. Also chaired the meeting.
- Wrote a letter on behalf of the TCC that expresses the committee's support of a grant application from the Lakeland Chapter of the American Red Cross.
- Provided assistance to WisDOT Northeastern Region staff about the design of curb extensions (bump-outs). The assistance was requested by WisDOT staff.
- Read and commented on a draft chapter of WisDOT's Implementing Development Concepts for Walkability document at the request of WisDOT Central Office staff.
- Researched current and proposed Americans with Disabilities Act (ADA) regulations for trails at the request of Village of Allouez staff. Also met with a representative of Allouez to discuss possible locations and designs for a trail in a village park.
- Reviewed and commented on the draft instructor guide, PowerPoint slides, and other materials for the FHWA's Mainstreaming Safety course as a member of the project's development group.
- Participated in the first meeting of the CTH EA environmental assessment technical advisory committee. Also reviewed and commented on the meeting minutes.
- Began to review and revise the MPO's Public Participation Process (PPP). Also invited the agencies on the MPO's PPP contact list to review and comment on the document.
- Participated in the first meeting of the Oneida Street reconstruction project's technical advisory committee.
- Met with representatives of the Howard-Suamico School District and Village of Howard to discuss methods of improving traffic flow in front of Lineville Intermediate School. Also developed a school campus map with student drop off and pick up instructions that the school will distribute to parents.
- Completed the MPO's reimbursement request and report to WisDOT for the fourth quarter of 2009.
- Met with a representative of WisDOT and the Transportation Planner I to discuss possible changes to the rural and urban functional classification systems.
- Developed an amendment to the 2009 MPO budget and a staff report to the BCPC Board of Directors that summarizes the amendment.
- Participated in a meeting about updating the Brown County Bicycle System Map.
- Attended presentations from two companies about Automatic Vehicle Location (AVL) systems for Green Bay Metro.

The recent major planning activities of Aaron Schuette, Senior Planner:

- Continued writing the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Continued updating the land use inventory for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.

- Began meeting with waterfront stakeholders to obtain their views and opinions for the Lower Fox River and Green Bay Shoreline Waterfront Redevelopment Plan.
- Prepared and submitted the Wisconsin Coastal Management Program quarterly report and reimbursement request.
- Prepared and submitted the Energy Efficiency and Conservation Block Grant (EECBG) Office of Management and Budgeting report.
- Met with the Planning Director and Facilities Director on January 8 regarding implementation of the EECBG projects over the next year.
- Continued administration of the brownfield grant and prepared a reimbursement request to the EPA for consultant work performed under the contract including projects in the Village of Allouez, City of De Pere, and Village of Suamico.
- Reviewed the completed Phase II Environmental Site Assessment (ESA) on the former Allouez village hall property which was funded by the Brown County EPA Brownfield Assessment grant.
- Attended a meeting at the Allouez Village Hall on December 29 regarding the results of the Phase II Environmental Site Assessment.
- Participated in a conference call with WDNR, AECOM, and Village of Allouez staff regarding the results of the Phase II ESA on the former village hall property.
- Attended an Allouez Village Board meeting on January 14 to discuss the results of the Phase II ESA on the former village hall property.
- Prepared and submitted the EPA Brownfield Assessment grant quarterly report and disadvantaged business enterprise report.
- Communicated with the state Department of Agriculture, Trade, and Consumer Protection regarding the Wisconsin Working Lands Initiative throughout December and January.
- Gave a Wisconsin Working Lands Initiative presentation to the Brown County Municipal Leaders committee on December 4.
- Coordinated and attended a Wisconsin Working Lands Initiative Workshop at the Brown County Central Library on the evening of December 17.
- Attended and presented regarding the Wisconsin Working Lands Initiative at the Brown County Land Conservation subcommittee meeting on the evening of December 28.
- Attended a Village of Hobart meeting on the evening of January 12 to discuss the Wisconsin Working Lands Initiative.
- Attended and presented at a Town of Morrison Planning Commission meeting regarding the Wisconsin Working Lands Initiative on the evening of January 14.
- Attended and presented at a Town of Eaton landowners meeting regarding the Wisconsin Working Lands Initiative on the evening of January 19.
- Attended and presented at a Town of Rockland landowners meeting regarding the Wisconsin Working Lands Initiative on the evening of January 14.
- Attended and presented at the Pulaski Village Board meeting regarding a rezoning of multiple residential parcels on the evening of December 7.
- Attended and presented at the Pulaski Planning and Zoning Commission meeting on the evening of December 15.
- Performed two proposed sign reviews for the Village of Pulaski.
- Completed the boundary and annexation survey for the Village of Pulaski as requested by the U.S. Census Bureau.
- Attended a meeting of the STH 96 Bridge public advisory committee on December 8.
- Attended and presented at the Wrightstown Planning Commission meeting on the evening of December 14.
- Completed five staff reports for the Village of Wrightstown Planning Commission.

- Researched and completed a memo related to floodplain on a property in the Village of Wrightstown.
- Printed out a new official zoning map for the Village of Wrightstown.
- Prepared end of year invoices for Village of Wrightstown and Village of Pulaski local assistance contracts.
- Completed a City of De Pere draft Land Use Chapter for the De Pere Comprehensive Plan update.
- Met with the City of De Pere Planning Director on January 13 to discuss the draft Land Use Chapter.
- Presented the full draft Land Use Chapter and Future Land Use map to the De Pere Planning Commission on the evening of January 25.
- Updated and printed out a new official zoning map for the Town of Rockland.
- Updated and printed out a new official zoning map for the Town of Eaton.
- Met with the Town of New Denmark attorney to discuss land use issues in the town on January 11.
- Met with a graduate student interested in planning on January 12.
- Participated in the Howard-Suamico School District strategic planning event on the evening of December 3.
- Gave a presentation on maps and geography to a second-grade class at Meadowbrook Elementary School in Howard.
- Met with Howard-Suamico School District staff and BCPC Principal Planner at Lineville School to discuss morning student drop-off issues on January 6.

The recent major planning activities of Peter Schleinz, Senior Planner:

- Began review of six certified survey maps (CSMs) and one final plat. Completed review of four of the CSMs plus a number of CSMs that were carried over from the previous Senior Planner. Completed county review of five city of Green Bay CSMs and plats.
- Revised and streamlined the format for CSM and plat review by staff and reviewing agents.
- Worked with the former Senior Planner to take over sewer service amendment review, CSM and plat reviews, street naming reviews, among other items.
- Worked with Wild Ones to revive the organization's ability to facilitate potential plant rescues of certain plant species that may not fall into environmentally sensitive areas (ESAs). Wild Ones works with property owners while or after property is under consideration for land division. Work by Wild Ones does not impact land division review timelines.
- Reviewed potential ESA concerns, potential violations, and identified methods for correction for property owners in the Village of Bellevue and Village of Suamico, among various phone inquiries. Solutions for other potential violations are in progress.
- A Village of Bellevue project status was facilitated for an ESA restoration project at the southeast corner of CTH XX and O. An amendment and developer's agreement were approved in 2005 and 2006, which included 50% completion of restoration/landscaping by 2009. The subject project met the timeline criteria.
- Answered inquiries and facilitated research with the petitioner regarding a Village of Suamico ESA amendment. In 2003, the subject site obtained a major ESA amendment because construction was facilitated within a wetland ESA. The petitioner now wants to expand into the ESA buffer on the opposite side of the property, which may trigger a second ESA amendment.
- Responded to a number of ESA telephone inquiries in various locations.
- Completed review of two water quality management letters to provide sewer service to sites.

- Worked with a bicycle map committee to develop possible online possibilities and marketing strategy for 2010.
- Developed Facilities Plan documents for review. Documents included updated interviews of departments under Planning, Development, and Transportation Committee.
- Revised and prepared documents related to the Brown County MS4 Permit in preparation for the 2009 Annual Report which is due to the WDNR in March 2010. Preparation included:
 - Consultation regarding application forms desired by the WDNR.
 - Setup of a 10-section annual report binder.
 - Gathered data collected in 2009.
 - Received clarification from WDNR regarding certain outfall testing results.
- Finished performing as chair of NEWSOC. Oversaw the following:
 - Finalized passing authority to new Chair.
 - Finished advertising portion of year-long anti-phosphorous campaign.
 - Attended Illicit Discharge Detection and Elimination (IDDE) committee meetings.
- Performed duties as local planning assistant for the Town of Ledgeview. Completed the following tasks:
 - Prepared documents and information to be passed on to the Town's new local planning assistant from Bay-Lake Regional Planning Commission.
 - Prepared an Annual Report for the Planning Commission that will be presented by town staff in January or February 2010.
 - Developed a Neighborhood Center District binder for staff.
 - Finalized and printed three large-scale copies of zoning map, which included over 1,000 zoning changes and corrections from over the past six months.
 - Prepared final edits and document proofing for updates to the comprehensive plan.
 - Prepared one rezoning report, one site plan review, and a resolution and ordinance for an update to the comprehensive plan.
 - Attended final staff and Planning & Zoning Committee meetings in December.
 - Provided miscellaneous planning services.
- Performed duties as local planning assistant for the Village of Suamico. Provided miscellaneous planning services.
- Provided planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding "what is allowed and restricted" within an ESA buffer.
- Provided assistance and information to the general public, surveyors, and local units of government regarding various land divisions, potential developments, and general questions pertaining to the subdivision ordinance and general planning concepts via phone conversations and meetings.

The recent major planning activities of Lisa Conard, Transportation Planner I:

- Processed two administrative modifications to the *2010-2014 Transportation Improvement Program for the Green Bay Urbanized Area*. The modifications included:
 - An additional \$1,371,673 from the American Recovery and Reinvestment Act (ARRA) for the purchase of four 35' buses for Green Bay Metro.
 - An additional \$4,000 for design work from ARRA and another \$199,000 from a federal discretionary program for the Jordan Road resurfacing project in the city of De Pere.
- Using the software ArcMap, added and edited sidewalk, crosswalk, and trail information in the Brown County geodatabase.

- Finalized the 4th Quarter Green Bay Metro Route Review report. All of Metro's full service fixed routes were examined.
- Assisted the mayor's office in completing the certifications and assurances document to allow Green Bay Metro to apply for Federal Section 5307 grant application for transit operating assistance. The estimate of \$2,522,595 in funds to be applied for will offset the cost of providing mass transit in the cities of Green Bay and De Pere, the villages of Allouez, Ashwaubenon, and Bellevue, and to the Oneida Tribe of Indians.
- Created and added time point data for use in Google Transit trip planning application. Also updated the text description of each full-service fixed route.
- Attended two "live demonstrations" from private sector vendors proposing to provide Green Bay Metro with an Automatic Vehicle Locator (AVL) system. Metro received a grant for approximately \$700,000 to purchase the application. The AVL technology will lead to improved supervision of resources (drivers and vehicles), data collection and analysis, and real-time bus arrival information for customers.
- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Collected and submitted information for use by WisDOT staff and consultant hired to prepare the US 41 Transportation Management Plan (TMP).
- Attended the Brown County Transportation Coordinating Committee (TCC) meeting on December 14. Recorded and wrote the minutes. At the direction of the TCC, developed a postcard for use by those who rely on public transportation services. The postcard can be used as a tool to convey personalized messages to local, state, and federal officials.
- Attended and/or presented material at Green Bay Transit Commission meetings on December 16 and January 20.
- Participated in the January 13 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low-income populations, the elderly, and persons with disabilities. Emphasis is placed on coordination and funding.
- At the request of the Brown County United Way, presented information at the Transportation Contingent meeting on January 26.
- Completed monthly and quarterly staff reports.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Created new county web mapping site (created map services, coordinated with De Pere and Green Bay, coordinated with Information Services, and held on-site configuration day).
- Provided follow-up information to USGS to secure \$251,666 in grant funding for LIDAR elevation mapping.
- Submitted grant application to USGS for \$25,586 in grant funding to offset the costs of the 2010 aerial orthophotography.
- Worked with the Purchasing Manager and Corporation Counsel to finalize the 2010 aerial orthophoto contract with Sanborn.
- Coordinated with local municipalities and utilities on sub-contracts with the 2010 aerial photography program.
- Provided monthly GIS data refreshes to E-911 to be used for the Computer Aided Dispatch system.
- Attended two half-day presentations on Automatic Vehicle Location (AVL) to assist Green Bay Metro Transit in choosing a vendor.

- Met with Zoning staff and Mach IV engineer to discuss incorporation of Federal Emergency Management Agency Letter of Map Amendment/Letter of Map Revision information on the county's GIS and web mapping site.
- Met with Capt. Hermesen and Capt. Schultz from the Sheriff's Department to discuss crime mapping web site and address geocoding system.
- Provided the Sheriff's Department with a new LEAN management tool (address geocoding system to assist with "papers served" civil process).
- Began developing maps for the upcoming Radio Interoperability Study being done by the Public Safety & Communications Department.
- Coordinated and held a meeting of local municipality GIS coordinators and Emergency Management at the new emergency operations center.
- Continued to work on an updated plat book.
- Enhanced the county's GIS GeoDatabase with many new features (better versioning system, database replication, added 'mashed world' links, and more).
- Performed several GIS database edits in order to keep all programs running with current information.
- Assisted the Planner I with Google Transit data processing.
- Met with Pat Ford and Ed Specht to discuss survey index and GIS integration.
- Assisted Zoning staff by setting up laptop with GIS data for a floodplain presentation.
- Assisted Baird Creek Foundation by helping to review a watershed restoration priority analysis from the GIS staff at Ducks Unlimited.
- Attended and presented at the Planning Commission meeting on December 2.
- Attended the Planning, Development, and Transportation meeting on December 28.
- Continued duties as a board member of the Wisconsin Land Information Officer Network (flat fee legislation and other matters).
- Attended other staff meetings and ad hoc meetings as needed.
- Continued to keep the county land records mapping web site running and troubleshoot as needed.
- Produced gypsy moth spray block maps for the DNR.
- Provided assessment records for Gary Kohlenberg per an open records request.
- Provided GIS data to UW-Oshkosh.
- Provided GIS data to Patrick Engineering for a transportation corridor project on the east side.
- Provided historic aerial photos and GIS data to consultants working on Fox River cleanup.
- Provided land records to WireData.
- Provided county supervisory district maps.
- Produced large maps of Eaton and Scott for assessor Bob Taicher.
- Provided digital aerial photos to Mau & Associates.
- Provided GIS data to Mead & Hunt.
- Provided mapping assistance to Tom Miller at the Airport.
- Provided various GIS datasets to Natural Resources Consulting to be used in the Invenenergy wind project.
- Provided GIS dataset to the US Census Bureau.
- Provided GIS data to Ayres Associates.
- Provided GIS data to Robert E. Lee & Associates.
- Provided copies of the GeoDatabase to Bellevue and other municipalities.
- Assisted the Parks Department with GIS application help.
- Provided historic maps to the Village of Hobart.

- Produced large custom maps of Fire Department district boundaries and fire stations for emergency management.
- Assisted Peace Lutheran Church with GIS geocoding and mapping assistance.
- Provided GIS mapping of the airport to the Department of Homeland Security.
- Provided various town land records to town clerks.
- Provided land use GIS data to Regional Planning.
- Provided large custom maps for PMI to help plan the upcoming Tall Ships event.
- Provided GIS data to Lexis Nexis.
- Provided geocoding service to YMCA (geocoded/mapped list of members, plotted on large custom map, and performed population analysis using GIS overlays).

The recent major planning activities of Dan Teaters, Planner I (GIS/Transportation):

- Continued to work on the STP Urban Grant – updating and creating new sidewalks within the urbanized area.
- Continued to work on updating Google Transit data. This month was spent primarily on updating, verifying, and creating new bus stops. Much of the data for the bus stops was not collected out in the field at the time the GPS point was taken. Therefore, I had to interpret photographs and enter data individually for each new point. In addition to creating the new points, some old points required updating because of routes either no longer servicing individual stops or additional routes now servicing particular stops. Some stops do not have pictures. These stops have been identified and pictures will be taken in the spring of 2010. At that time data will also be entered for each of these stops.
- Assisted Brown County staff by creating maps for presentations and updates to comp plans.
- Assisted the Senior Planner with printing out maps for each community. The maps are being used for review in conjunction with the Working Lands Initiative.
- Met with the GIS/Land Records Coordinator and T. Hennig to discuss Google Transit.
- Met with J. Motquin to learn how to assign addresses for communities.
- Participated in staff meetings.
- Updated the Google Transit data. Coordinated with the Transportation Planner I to complete the Google time points for each of the bus routes. Once complete, I coordinated with the GIS/Land Records Coordinator to run a script and a data validation tool to check all of the data that is sent to Google Transit. After all errors were corrected, contacted Google Transit allowing them to retrieve the new data. Google Transit is now back up and running for Green Bay Metro.
- Created a map for the Department of Transportation showing the bus stops located along the Hwy 41 corridor.
- Created an Official Zoning map and Sex Offender map for the Town of Green Bay.
- Began the 2010 land use inventory.
- Assisted the Town of New Denmark by updating the Official Zoning map twice.
- Participated in discussions about the Automatic Vehicle Locator (AVL) proposals with the Principal Transportation Planner and the Transportation Planner I.
- Began working on 3D modeling of sites selected from around Brown County that were identified as lacking or providing inadequate infrastructure for pedestrian travel. We will be using these models to help display the potential that “pedestrian oriented planning” has and can provide to help build and enhance the community atmosphere.
- Attended the AVL meeting on January 22 to listen to Trapeze present their product to Green Bay Metro.

PORT AND SOLID WASTE DEPARTMENT



2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

CHARLES J. LARSCHIED

PORT AND SOLID WASTE DIRECTOR

PROCEEDINGS OF THE BROWN COUNTY HARBOR COMMISSION

A meeting was held on **APRIL 12, 2010 2007**, 11:330am., at Holiday Inn – City Centre, Green Bay, WI. The meeting was officially called to order by President McKloskeyMcKloskey.at 11:30 am.

1) Roll Call:

Present:

President Neil McKloskey
Commissioner Bill Martens
Commissioner John Hanitz
Commissioner John Gower
Commissioner Craig Dickman

Also Present:

Charles Larscheid, Brown County Port & Solid Waste
Dean Haen, Brown County Port & Solid Waste
Jim VanLannen, Bay Lakes Regional Planning Commission

2. Approval/Modification – Meeting Agenda:

A motion was made by John Gower and seconded by John Hanitz to approve the agenda. Unanimously approved.

3. Approval/Modification – March 8, 2010 Meeting Minutes:

A motion to approve the March 8, 2010 meeting minutes as modified was made by John Gower and seconded by John Hanitz. Unanimously approved.

4. 2009 Economic Impact Report – Jim Van Laanen BLRPC

Jim Van Lannen, Bay-Lake Regional Planning Commission reviewed the 2009 draft Economic Impact Report., noting the economic impact went from \$75M to \$61M. Van Laanen explained that MARAD is a self-contained program using fixed data from 1999 and MARAD currently has no plans to update the program resulting is significant understatement of the Port's economic impact. The Commission strongly believes this information needs to be updated using 2009/2010 dollars. The Commission suggested Port staff contact MARAD regarding this issue and discuss the possibility of obtaining the base model or password. Staff stated Great Lakes Maritime Research Institute is doing a study on the economic impact of all Great Lakes ports, individually and collectively and the State is conducting an economic impact study through the Wisconsin Commercial Ports Association. Van Laanen noted the Port of Milwaukee is the only Wisconsin port not using the MARAD and instead does a hands-on survey. Although this option was discussed by the Harbor

Commission several years ago, it was not followed up on due to the expense involved. Van Laanen noted that although he updated the factors as allowed and there is a significant increase shown, he is not sure the numbers are valid. The Commission believes this data is important, however stated this data should not be considered a "finished" product until it is brought up to today's dollars and only at that time released to the public. Staff noted Green Bay is the only port on the Great Lakes that does an economic report annually. Staff will report back next meeting.

Van Laanen indicated he felt this model was not very sensitive and the numbers almost directly correlate to the decrease in tonnage. Most of the output is coming off the tonnage not actually the wage rates or economic conditions in the region. The Commission requested Bay-Lake Regional Planning Commission and the Port work on a plan to resolve this issue and in the interim only release tonnage information not economic impact data. The Commission would also like to see some trending data to rationalize a common year.

5. Strategic Plan Subcommittee – Update

The Strategic Plan was presented at the recent Port Symposium. An email requesting comments on the Strategic Plan was sent to all Symposium invitees. All comments received were positive with no negative comments noted. Gene Clark, UW-Sea Grant offered to help develop the marketing or beneficial reuse. The City of Green Bay expressed an interest in working together on waterfront planning. It was noted that photos were added to the document, the past plan's goals and objectives and the SWOT analysis were removed. The next subcommittee meeting is scheduled for April 26, 2010 at 11am at the Port & Solid Waste Department and a draft of the Strategic Plan should be available for the May meeting.

6. Participation in Marine Delivers – Request for Approval

At the Port Symposium, Ray Johnston, President of Chamber of Maritime Commerce, introduced Marine Delivers and the fact that the shipping industry on the Great Lakes has a public image issue and a lack of experience in delivering public information. Marine Delivers allows port & shipping industries to work together through a public relations firm in order to take a more active role in developing press releases regarding the Great Lakes. The Port of Green Bay is being asked for a two-year annual contribution of \$10,000. Staff also suggested membership in the Chamber of Maritime Commerce at \$1250 annually. Since the 2010 budget has already been approved, staff proposed cutting spending in several categories and efforts including; \$1000 port brochure, \$1250 advertisements for Seaway Review bi-annual, \$250 membership to Seaway Review, \$1000 promotional items, \$1000 from AGLP dues, \$1000 in miscellaneous, and \$500 international business consortium membership with the remaining balance of \$1750 gained through conscientious savings in other areas. The Commission felt any printed material should simply be used to direct people to the Port's website. The approximately 2000 remaining port brochures will be handed out at the Tall Ships Festival. Staff will confer with the County Executive for approval to transfer this money from other accounts.

A motion to approve the participation in Marine Delivers and membership in Chamber of Marine Commerce and to realign the budget to meet the funding required as well as work during the course of the year to zero out the difference was made by Craig Dickman and seconded by John Gower. Unanimously approved.

7. Restructure Project Manager Position – Request for Approval

Information on the restructuring of the Project Manager position along with associated costs was included in the packet and was explained by staff. Currently, the department has a Solid Waste manager position and a Port manager position. The Solid Waste Manager recently resigned and in looking at filling this position, staff felt this position should be restructured as a Project Manager, allowing for some of the Port projects to be

incorporated into this position. Some of those projects would be implementation of Renard Island Closure, Cat Island construction, Bay Port CDF Expansion, Bylsby mitigation, and other miscellaneous projects. Currently if Solid Waste staff assists with Port-related items, the cost is billed back through indirect costs. Staff believes it would provide a cleaner format to designate 35% of this position to Port and 65% to Solid Waste. If approved by the Harbor Commission as well as the Solid Waste Board, a study would need to be completed by Brown County Human Resources prior to any new hire. If this position is not restructured, any Port-related duties beyond the reasonable workload of the Port Manager would be contracted through a consultant or limited-term employee (LTE). Currently the advancement of this projects are being addressed as time allows. Other like Cat Island or Renard Island projects have pending grant awards or applications that identify the need to construction supervision that are not planned to be done by Port Manager.

Discussion on the relationship between the new position and the current port manager position ensued along with the benefits of hiring an LTE versus a permanent employee immediately. Harbor Commission expressed concern about interrelations with Port Manager and Harbor Commission. Position will be required to perform assigned tasks of projects initiated by the Port Manger and reporting directly to Harbor Commission.

Funding of the position in the way of 35% initially needs to be paid by the Port. The percentage can change over time, but Port will be expected to pay its share of the position costs. The funding of the position will be paid for out of the 217 agreement funds and draw upon discretionary funds being set aside for future siting costs and property acquisition. This project manager position may more than pay for itself with the successfully implements the Cat Island project, mitigation bank or emptying Bay Port into the Hwy 41-141 project.

Discussion of the probationary period for the project manager position was discussed and whether or not the probationary period be extended from 6 to 12 months. This was discussed because a longer probabationary period may be advantages because of the length and duration of the port project assignments.

A motion was made to approve the project manager position as described and under the conditions in Chuck Larschied's memorandum. Motion was made by Neil McKloskey and seconded by Craig Dickman. The motion was amended by John Gower to provide the project manager position with a 12 month probationary period. The amended motion did not receive a second. The motion carried with a 4-1 vote with John Gower dissenting.

8. Cat Island Mitigation Bank Project – Update

A mitigation bank is being considered for the Cat Island project. The Cat Island project will create 272 upland island acres and enhance 1,400 acres of shallow water wetland habitat behind the islands. Anytime a project needs to fill or disrupt an existing wetland the project must mitigate on site, off-site or purchase acre credits from a mitigation bank. A Cat Island Mitigation Bank could sell more than 1,600 acre credits valued at \$30,000/acrea. The U.S. Army Corps of Engineers provided Brown County with a list of required items to be included in a prospectus for a mitigation bank related to the Cat Island chain restoration project. The prospectus is a substantial document to generate. As time allows, staff will work towards preparing the prospectus and pursuing the Cat Island mitigation bank concept.

9. Environmental & Navigational Dredging Conflicts – Update

On March 29, 2010 Brown County received a jointly signed letter from the Army Corps of Engineers and Environmental Protection Agency stating the dredging contract will include provisions to dredge the East River and Georgia-Pacific turning basins. The Contract is out for bids and will be awarded by May 15, 2010. Work is expected to begin in June 2010.

10. County Meal Reimbursement – Update & Discussion

Brown County approved a revised reimbursement maximums for 2010 meals. The revised reimbursements are as follows: breakfast \$8.00, Lunch \$10.00 and Dinner \$15.00. Staff oversees the Port of Green Bay and needs to actively participate in key meetings throughout the year. Annually, staff is sent to Great Lakes shipping meetings in Toronto during January and to deliver appropriation requests to our Congressional representatives in Washington D.C. in March. Attendance at these meetings and others are critical to the operation of the Port of Green Bay and have rewarded Brown County in more than \$12M in extra dredging funds just in the past two years. The Harbor Commission and staff recognize these new rates are fair and reasonable for travel anywhere in Wisconsin. Unfortunately, most out-of-state travel is destined to large metropolitan areas. Large metropolitan areas like downtown Toronto or Washington D.C. have higher costs that exceed the revised reimbursement maximums.

Commissioner Gower noted that the State of Wisconsin has an established meal reimbursement schedule for different urban areas and he will forward a copy of the schedule to President McKloskey. President McKloskey will draft a letter to the County Board to encourage them to adopt an out-of-state meal reimbursement schedule to adequately reimburse staff sent on official County business.

11. Future Meeting Place & Time

Meeting location and time was discussed at the March meeting. Harbor Commissioners were to think about the meeting location and times for this meeting. John Hanitz offered to have future meetings at the Green Bay Yacht Club with a limited menu. Other Harbor Commissioners are comfortable with the Holiday Inn. No future discussion was noted.

12. Audit of Bills – A motion to approve the audit of bills was made by John Gower and seconded by Bill Martens. Unanimously approved.

13. Director's Report

Staff discussed the departure of Vice President, Tom Van Drasek from the Harbor Commission after ten years of service. Harbor Commission and staff applauded Tom dedication and service. County Executive Tom Hinz will appoint the position and he is open to hearing from the Harbor Commission and staff about possible candidates. Any suggestions should be forwarded to the Strategic Plan subcommittee for discussion and consideration.

Staff provided copies of the 217 Agreement Annual Report and WDNR Bay Port Annual Report in the agenda packet for information.

14. Such Other Matters as are Authorized by Law

15. Adjourn

A motion to adjourn was made by Neil McKloskey and seconded by John Gower. Meeting adjourned at 1:22 pm.